

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Supersedes Schedule C875		Schedule C1061	
Agency Washington County		Division/Unit Landfill	
Page 1 of 2			
Item No	Description	Retention	
1	Reports to MD Dept of the Environment: scrap tire report for scrap tire license, collection facility report, scrap tire hauler report, daily green delivery slips, annual tonnage reports, recycling accounting reports	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
2	Alpha General File (subject) -contains but not limited to: accident reports, testing reports, account adjustments, ads, invoices, correspondence, old city/county leachate tickets, delinquent reports, haulers applications, hazardous waste, maintenance contracts, monthly fuel reports	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.	
3	Contract files -contains but not limited to: invoices, correspondence, contract/agreement, gas, fuel and oil contracts, specifications, bid sheet, maintenance contracts, permits, inspection services, construction project reports, workpapers	Retain for life of contract plus five (5) years, then destroy.	
4	Correspondence: reading file by date	Retain for there (3) years and until all audit requirements have been met, then destroy.	
5	Summary reports by customer for all payment types; Computer generated lists: account, cash account, count, weight, gallons, tip fee, spec fee, tax fee, total fee, invoice #	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
Approved by Department, Agency or Division Representative Date November 17, 2008 Signature <u>Joni L. Bittner</u> Type Name Joni L. Bittner Title County Clerk		Schedule Authorized by State Archivist Date 5/18/09 Signature <u>[Signature]</u>	

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
Supersedes Schedule C875
(CONTINUATION SHEET)

Schedule C1061

Page 2 of 2

Item No	Description	Retention
6	Residential permit reports: monthly summary, daily summary; lists region, permits sold, permit receipts, yellow vehicle permit applications	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
7	Invoices – paid	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
8	Weigh tickets (blue) lists: weigh in and out, vehicle type, customer signature and driver's signature time, date, total fee	Retain until no longer required, then destroy.
9	Personnel Files -contains but not limited to: accident reports, EEO Guidelines, insurance forms, job descriptions and postings, monthly auto allowance reports (employees), overtime, meal allowances, correspondence, time cards	Retain for three (3) years after termination of employment, then destroy.
10	Vehicle maintenance files (equipment): service, parts, outside vendor, work order, brochures, parts catalog	Retain for three (3) years after disposal or sale, then destroy.
11	Disposal of various bulk materials -contains but not limited to: sand, oil, black beauty abrasives (sand), material safety data sheets, handwritten notes, correspondences	Retain for five (5) years, then destroy.
12	Well sample analysis reports -contains but not limited to: lab analysis reports for groundwater monitoring, correspondence, water analysis lab reports	Retain for five (5) years and until all audit requirements have been met, then destroy.
12 13	Deposit tickets – bank deposit tickets, ticket summary, cash drawer recap report	Retain for three (3) years and until all audit requirements have been met, then destroy.